

## Indiana Department of Transportation

### Final Construction Record Index for Site Manager Contracts

Contract No: \_\_\_\_\_ District: \_\_\_\_\_

#### **Section I – Documents Required for All Contracts \***

<u>Document</u>	<u>Description</u>	<u>Page No. or</u>	<u>Filename</u>
INDEX	Final Construction Record Index	A	_____
IC 699	Checklist for Final Construction Record	B	_____
IC 607	Engineer's Notice to Proceed	C	_____
IC 113	Signature Affidavit	D	_____
IC 608	Project Personnel Record	E	_____
IC 639	Report of Final Inspection and Recommendation for Acceptance	F	_____
ACCLTR	Final Acceptance Letter & Attachments	G	_____
IC 632	Completion Date and Liquidated Damages Data	H	_____
M 39	Contractor's Inspection of Final Construction Record Report	I	_____
IC 642	Comparison of Estimates – Original and Final (Individual Projects)	J	_____
IC 642	Comparison of Estimates – Original and Final (Total Contract)	K	_____

**\*Section I Instructions:**

If a document is submitted as a hard copy, place the page number in the upper right hand corner of the document. Page numbers should include the letter and page number for the document type, i.e. – page 1 of the Project Personnel Record is "E-1", page 2 is "E-2", etc.

If a document is submitted as an electronic file attached in Site Manager, enter the filename of the document in the space provided.

### Final Construction Record Index (Cont.)

#### Section II – Contract Specific Documents Included as Applicable \*\*

<u>Document</u>	<u>Description</u>	<u>Page No. or</u>	<u>Filename</u>
TTCD	Certification for Category 1 & 2 Temporary Traffic Control Devices	L1	_____
NCHRP	NCHRP 350 Crash Test Letters of FHWA Approval	L2	_____
APPIL	Approved Pile Driving Chart	L3	_____
IC 225	Pile Driving Report	L4	_____
AMCERT	Buy American Certification	L5	_____
IC 625	Salvage Construction Material Record	L6	_____
ASBEST	Asbestos Exclusion Letter	L7	_____
WBOND	Warranty Bond for Permanent Seeding	L8	_____
IC 126	Final Description and Elevation of Bench Marks	L9	_____
IC 232A	Final Report of Overhead Structures	L10	_____
IC 636A	Traffic Signal Completion Report	L11	_____
IC 675	Agreement to Use Plan Quantity as Basis of Payment	L12	_____
RRLTR	Railroad Release Letter or 30 Day Notification Letter	L13	_____
IC 149	Property Release	L14	_____
IC 686	Authorization to Remove Signs	L15	_____
MATCER	Material Certification Letter	L16	_____
DBE3	DBE Utilization Letter	L17	_____

**\*Section II Instructions:**

Submit those documents that are applicable to the contract either as hard copy or as electronic files attached in Site Manager.

Delete those items from the index that do not apply to the contract. Do not re-number pages due to deletions.

Follow the instructions for Section I on assigning page numbers or filenames.